



## **CITY OF SAN JOSÉ, CALIFORNIA**

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801 North First Street, Room 116  
San José, California 95110  
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### **CIVIL SERVICE COMMISSION**

Bill Brill, Chair  
Sharon L. Hightower, Vice Chair  
Dave Busse  
Richard J. Giovannetti  
Leon Louie

## **SYNOPSIS CIVIL SERVICE COMMISSION**

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

**Agenda Closing 12:00 Noon Wednesday  
Eight Days before Commission Meeting**

**4:00 p.m.**

**City Hall – Room 216B**

**December 4, 2003**

## **ORDER OF BUSINESS**

### **ROLL CALL**

Present: Commissioners Busse, Hightower, Louie and Brill  
Absent: Commissioner Giovannetti

### **ORDERS OF THE DAY UNANIMOUSLY ADOPTED**

### **CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED**

Commissioner Busse suggested that the Commission vote registered in the minutes of October 16, 2003 should be recorded at a different point in the minutes. The minutes were amended to show the vote placed at the end of the findings and decision statement by the Presiding Officer.

1. Information Only
  - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated November 24, 2003 listing complaints about hiring issues and a summary of hiring activity for the period July 6, 2003 through November 6, 2003, was filed.

## CONSENT CALENDAR (Cont.)

2. Minutes of October 6, 2003, October 7, 2003 were approved. The minutes of October 15, 2003 were approved as amended to reflect the Commission vote to be placed at the end of the statement of findings and decision.
3. Employee Services Report dated November 24, 2003 listing the following amendments to the classification plan, was filed.

### a. Revisions of Class Specifications

- 1) Associate Legal Analyst (8028) and Associate Legal Analyst PT (8029)
- 2) Legal Analyst I (2123) and Legal Analyst I PT (2128)
- 3) Legal Analyst II (2120) and Legal Analyst II PT (2118)

### c. Reallocation of Positions

<u>Position #</u>	<u>From (Current Class)</u>	<u>To (New Class)</u>	<u>Dept.</u>
00009010	Office Specialist II (1130)	Sr. Office Specialist (1135)	ESD
00009100	Office Specialist II (1130)	Sr. Office Specialist (1135)	ESD

## END OF CONSENT CALENDAR

4. Hearings to be scheduled:  
None.
5. Election of Chair and Vice Chair. **Commissioners Brill and Hightower were elected Chair and Vice Chair, respectively.**
6. Monthly verbal report of the Employment Oversight Committee (EOC). **Employee Services Deputy Director Russ Strausbaugh reported: (1) the EOC performed its routine review of ongoing selection processes and monitoring of department hiring activities; and (2) the suggestion by members that a reassessment of the EOC structure and policies be conducted since the hiring policies have been in place less than a year and may need some tweaking.**
7. Discussion regarding rescheduling the Commission's January meeting due to a City holiday. **The Commission unanimously agreed to cancel the January meeting and gave the Chair the authority to call a special meeting later in the month if necessary.**

## ORAL PETITIONS

**ADJOURNED** at 4:20 p.m.